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Self-Service Time and Attendance (SSTA)
Punch Timesheets

Viewing Your Timesheet

Introduction

This Job Aid reviews how to navigate to your **Timesheet** page and view the **Timesheet** table, which displays your reported hours worked by pay period.

This Job Aid does not describe the location of the link used to access the SSTA login page. The location of that link has not been determined.

Logging In to SSTA

Step	Action
1	On the Self-Service Time and Attendance (SSTA) login page, in the **User ID** field, enter your employee ID.
2	In the **Password** field, enter your password.
3	Click the **Sign In** button. **Note**: The SSTA home page displays.

Job Aid

Navigating to the Timesheet Page

Step	Action
1	On the SSTA home page, in the blue SSTA menu, select the **Self Service** link.
	Note: In the middle of the page, the **Self Service** folder opens.
2	Under the **Self Service** folder, and under the **Report Time** folder, select the **Timesheet** link.
	Note: The **Timesheet** page displays.
	Tip: Minimize the menu by clicking the "minus" icon in the menu header, on the right.

Viewing the Timesheet Table

The **Timesheet** table displays your reported work hours. Use the **View By** option to display the **Timesheet** table by **Day**, **Time Period**, or **Week**.   To select a pay period, specify its start in the **Date** field, or use links to move back and forward by period. The current pay period is the default.

The total **Reported Hours** field displays the number of hours reported for the pay period in the **Timesheet** table. The **Scheduled Hours** field displays the total scheduled hours for the pay period.

Step	Action
1	On the **View By** field, click the down arrow.
2	From the drop-down menu, select… • **Day** • **Time Period** • **Week**
3	Specify the pay period start date. You can… …type a date into the **Date** field. OR …click the calendar icon to display a calendar. Select the year and month. Within the month click a date. OR …click the **Week Backward** and **Week Forward** links. **Note**: The selected date appears in the **Date** field.
4	Click the **Refresh** button. **Note**: The **Timesheet** table re-displays as appropriate.

Viewing the Reported Hours Summary Table

Toward the bottom of the **Timesheet** page, below the **Timesheet** table, is the **Reported Hours Summary** table. Its three rows detail your **Total Reported Hours** for the pay period, your **Total Scheduled Hours**, and any **Schedule Deviation**, which is hours over or under your scheduled hours.

Step	Action
1	If the **Reported Hours Summary** table is not displayed, click the **Reported Hours Summary** link. **Note**: The **Reported Hours Summary** table displays.

Viewing Leave Balances

Toward the bottom of the **Timesheet** page, below the **Timesheet** table and the **Reported Hours** Summary table, the **Balances** table displays your sick, vacation, personal, and if applicable, comp time balances.

Step	Action
1	If the **Balances** table is not displayed, click the **Balances** link. **Note**: The leave **Balances** table displays.

Signing Out from SSTA

Step	Action
1	At top right of the **Timesheet** page, click the **Sign out** link. **Note**: You are returned to the SSTA login page.